



APPLICATION FOR RECORDS RETENTION SCHEDULE

Administrative Services
Facilities and Support Services
Records Management and Control

INSTRUCTIONS: The Records Management Officer of the Records Management and Control Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Records Management and Control, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Georgia Department of Labor Employment Services Division Planning and Contracts Unit 501 - Pulliam Street Atlanta, Georgia 30312	Application Number	87-98
Application Number		Date Received	Date Completed
		JUL 20 1987	JAN 27 1988
2. Person to Contact		Working Title	
Ms. Donna Byrd		Acting Unit Manager	
3. Action Requested		Telephone Number	
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.		656-5570	
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.			
c. <input type="checkbox"/> Amend Application No. _____		Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void	
4. Dates of Series	5. Record Series Title (followed by title used in office, if different)		
Earliest	Job Training Partnership Act		
Latest	Contracts and Invoices		
1983	Present		
6. Division and Office Function			
What is the function of the Division and the Office in which this record series is created?			
Employment Services Division is responsible for the operation of offices throughout the state who provide services such as training, placement, counseling, special assistance to veterans, youth, older workers and physically handicapped individuals. Planning and Contracts Unit, a unit of the Employment Services Division provides various administrative services to JTPA Service Delivery Areas. Included are planning, coordination and development of JTPA contracts. In this capacity, the unit is responsible for housing original signature copies of contracts for institutional training and service provider agreements and back-up copies of OJT contracts, and related correspondence files.			
7. Record Series Description			
This file contains the following documents (include form numbers and titles, if any):			
Attach samples of the file.			
Documents relating to: Contracts and invoices files for JTPA Program, Titles II-A, II-B, III-D, III-F, IV			
Included are:			
JTPA 377 Fixed-price Contracts			
JTPA 375 & 376 Cost Reimbursement Contracts			
JTPA 302 On-the-Job Training Contracts			
JTPA 385 Invoices			
JTPA Correspondence			
JTPA-301 Individual Referral Contract			
JTPA-379 Contract Mod			
JTPA-370 Child Care Invoices			
JTPA 303 & 303WS OJT Invoices			
JTPA-330 OJT Contract Modification			
JTPA-331 OJT Fund Control Sheet			
File is arranged: By SDA (Service Delivery Area); thereunder annually by state program (fiscal) year; thereunder by contract number.			
8. Monthly Reference Rate			
weekly			
How often are records referred to which are:			
One to six months old to daily; Seven to twelve months old monthly; Thirteen to twenty-four months old monthly or less			
twenty-five months and older quarterly or less. to weekly			
9. Annual Rate of Accumulation of Records			
Letter-size drawers 20; Legal-size drawers; Shelves; Other (specify)			

(Over)

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X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Privacy Act of 1974
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Finance Division has original contracts and invoices.
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 6 ⁰⁻²⁸⁻⁸⁷ years. |
| c. Federal Law | _____ years. | f. Federal retention instructions | 3 years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

O.C.G.A. 16-8-4
O.C.G.A. 16-8-12
O.C.G.A. 17-3-1
O.C.G.A. 9-3-24

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☒ Other State Program Year then.
(State Fiscal Year)

- ☒ Hold in the current files area 12 month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 5 year(s); then
- ☒ Destroy. *
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

*Destroy files only after completion and release of all State and Federal audit requirements, litigation and/or claims.

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	7-2-87		7/7/87
Assistant Commissioner (Administration) (Signature)	Date	Chief Records Management & Control (Signature)	Date
	7-9-87		7-7-87
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	State Records Committee (Signature)	Date
87-98	Secretary of State/Designee		12-30-87
	Attorney General/Designee		12/29/87

(Reverse Side)